

Victor Central School  
Board of Education  
PROPOSED AGENDA  
Regular Meeting, Thursday, February 11, 2021 – 5:30 PM  
Virtual Meeting via YouTube Live

***It is expected that, upon opening the meeting, a motion will be made to adjourn to executive session and that the virtual meeting will begin at 7:15 PM via YouTube Live at the link below:***

***<https://youtu.be/SI2-vaK6V5E>***

✓ = Board Action Expected

- ✓ 1. **Meeting Called to Order by Vice-President Christopher Parks**
  - ✓ • *Motion to enter executive session to discuss the employment history of specific individuals as well as collective negotiations.*
  - ✓ • *Motion to return to regular session.*
  - A. **Moment of Silence**
  - B. **Pledge to the Flag**
  - C. **Greetings to Visitors**
  - D. **Reading of Fire Evacuation Procedure**  
(In case of a fire, would everyone please follow the EXIT signs to the outside of the building. Please stay completely clear of the building to provide space for any Fire Department vehicles. Thank you!)
- ✓ 2. **Approval of Agenda**
3. **Superintendent's Update**
4. **Presentations/Recognitions**
  - **Military Diploma Recognition**
5. **Public Participation:** Due to the virtual meeting, there will be no live public participation. Please feel free to email any thoughts or comments to the Superintendent at [terranovat@victorschools.org](mailto:terranovat@victorschools.org). The Board will receive all thoughts and comments submitted.
- ✓ 6. **Acceptance of Consent Items (5 min.)**
  - A. **Minutes of the regular meeting of January 14, 2021;**
  - B. **Treasurer's Report for the month ending December 31, 2020;**
  - C. **Personnel Agenda;**
  - D. **Recommendations of the Committee on Special Education from the meetings of December 10, 2020, January 6, 7, 11, 12, 13, 14, 15, 19, 20, 21 25, 27, 28, 29, 2021, and February 2, 3, 4, 5, 8, 9, 10, 11, 2021 and from the Committee on Preschool Special Education from the meetings of January 19, 2021;**
  - E. **Board Members to attend standing committee meetings;**
  - F. **Accept the following donations:**
    - **\$1,250.00 from PTSA to the Intermediate School to support a virtual assembly;**
    - **\$350.00 from the Victor Boys Swim Team Booster Club to the Victor Central School District to support Varsity Media Live Streaming Services;**

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- G. Declare the following as surplus:**
  - **NEC Projectors with VCS tag #s 010035, 010044, 010067, 011772, 014353**
  - **Hewlett Packard LaserJet M401dne Printer with VCS tag # 014194;**
  - **Hewlett Packard LaserJet P2015dn Printers with VCS tag #s 04041, 04045, 04046, 04052, 04053, 04054, 04089, 04503, 04504, 04513, 04520, 04528, 04977, 04984, 04986, 04987, 04989, 04991, 04993, 04994, 04995, 04997, 010190;**
  - **Hewlett Packard LaserJet P2055dn Printers with VCS tag #s 010269, 010590, 010705, 011677, 011677, 011682, 011697, 011698, 011717, 011718, 011721, 011721, 012450;**
- H. Graduates of Distinction By-laws;**
- I. Acceptance of the Revised Corrective Action Plan for the Extraclass Account Audit Report for year ended June 30, 2020;**
- J. Acceptance of the Risk Assessment Report dated December 29, 2020; and**
- K. Adopt the Retention and Disposition Schedule for the New York State Local Government Records (LGS-1).**

**7. A. Campus News**

**B. Update on the Malware Incident** (*Tim Teranova, Angela Affronti; 20 min.*)

**C. Community Use of Facilities and Grounds** (*Tim Terranova and Duey Weimer; 15 min.*)

**D. Budget Update** (*Tim Terranova, Richard Stutzman; 45 min.*)

- **BOCES Expenditures**
- **State Aid Update**
- **Tax Cap Update**

**E. Policy Review: First reading of the following policy:**

- **Records Management; Policy 8630**

**8. Meeting Report**

**A. Monroe County School Boards Association Committee Reports**

**B. Standing Committee Updates**

**9. Public Comment:** Due to the virtual meeting, there will be no live public participation. Please feel free to email any thoughts or comments to the Superintendent at [terranovat@victorschools.org](mailto:terranovat@victorschools.org). The Board will receive all thoughts and comments submitted.

**10. Upcoming Events**

**A. Budget Workshop on February 25, 2021 at 6:00 PM**

**B. Next Regular Board Meeting, Thursday, March 10, 2021**

✓ **11. Adjourn**

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**  
**Unapproved Minutes of the Regular Meeting of January 14, 2021**  
**Virtual Meeting via Zoom**

<b>CALL TO ORDER</b>	President Kristin Elliott called the meeting to order at 5:32 PM.
<b>Members Present</b>	Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Christopher Parks, Trisha Turner, Michael Vetter
<b>ENTER EXECUTIVE SESSION</b>	A motion was made by C. Parks, seconded by T. Turner, to enter executive session at 5:32 PM to discuss the employment history of a specific individual. The motion was carried. 7 yes 0 no
<b>REGULAR SESSION</b>	A motion was made by C. Parks, seconded by C. Eckhardt, to return to regular session at 7:06 PM. The motion was carried. 7 yes 0 no
<b>APPROVE AGENDA</b>	A motion was made by T. DeLucia, seconded by C. Parks, to approve the revised agenda. The motion was carried. 7 yes 0 no
<b>SUPERINTENDENT'S UPDATE</b>	Superintendent Terranova provided an update on COVID-19. He said students and staff are back in school continuing with the hybrid model. Teachers and staff have done a fantastic job moving into the second week since the December break. Dr. Terranova talked about shifting his COVID-19 updates, not losing transparency, to once a week starting next week. The COVID numbers will be updated on the website on a daily basis. Once a week, most likely on Fridays, there will be a community memo sent out. He said he has been working with staff on vaccination opportunities. The focus has been on vaccinating 1A workers for the District, which include health office staff and nurses, Occupational Therapists, Physical Therapist, and Speech Pathologists. The 1B group will be the rest of the entire education staff. The vaccination is voluntary. Some staff have already been vaccinated. Dr. Terranova said he is trying to set-up some sites right on campus to get as many staff vaccinated as possible. He then talked about the virtual Town Hall taking place on Wednesday, January 20 <sup>th</sup> from 6:30 PM – 7:30 PM. There will be a couple of special guests, one of them being the Director of Technology Angela Affronti. Dr. Terranova gave a big shout out to the Victor Educational Foundation. He said he attended his first meeting with them last night. It was founded in 2014 to raise money and support the School District in areas that might be outside the budget. They started by raising \$27,000 in 2014 and now have raised over \$400,000. This is a not for profit organization made up of dedicated members of the community. Some of the donations have gone to the library media centers to purchase library books, classrooms to purchase supplies and standing desks for students who might need them, STEM supplies, technology to purchase portable projectors, and the music department to purchase a string bass and other instruments to name a few. Dr. Terranova said his last update

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**SUPERINTENDENT'S  
UPDATE Continued** was to let the Board of Education know meetings are being set-up with Senator Samura Brouk and Assemblyman Jeff Gallahan. He said he will be advocating very hard for the District. He is hopeful they will be strong supporters of the District. He will provide the Board with the dates and times if they want to join in on the meetings.

**RECOGNITIONS** None at this time

**PUBLIC  
PARTICIPATION** Due to the virtual meeting, there will be no live public participation. Please feel free to email any thoughts or comments to the Superintendent at [terranovat@victorschools.org](mailto:terranovat@victorschools.org). The Board will receive all thoughts and comments submitted.

## **CONSENT ITEMS**

A motion was made by C. Eckhardt, seconded by C. Parks to approve, upon recommendation of the Superintendent, the following consent items:

**MINUTES** Minutes of the Regular Board Meeting on December 10, 2020;

**FINANCIAL  
STATEMENTS** Treasurer's Report for the month ending November 30, 2020 and other financial documents;

**PERSONNEL** The following personnel items:  
*All appointments on these pages are made in compliance with New York State Education Law relating to criminal history background clearances for new employees. Conditional clearances under that law have been requested for all new employees.*

**Instructional  
Probationary  
Appointments:** The probationary appointment of **Derek Vallese**, who holds certification as a School Business Leader, to a probationary position as the Assistant Superintendent for Business, beginning no later than February 15, 2021, at an annual salary of \$128,000 prorated based upon the start date.

**Part Time  
Appointments:** The appointment of **Stephanie Licata**, who holds certifications in Childhood Education Grades 1-6, Early Childhood Education Birth-Grade 2, Students with Disabilities Grades 1-6, and Literacy Birth-Grade 6, from the full-time Elementary Teacher position to the part-time (.6FTE) Elementary Teacher position effective January 4, 2021, and ending June 30, 2021, at an annual salary of \$32,916 (Step 12M+11), prorated based upon the length of the assignment.

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The appointment of **Michaela Borg**, who holds certification in Visual Arts, to the part-time (.8FTE) Art Teacher position effective January 4, 2021, and ending June 30, 2021, at an annual salary of \$33,040 (Step 1B), prorated based upon the length of the assignment.

## Long Term Substitute Appointments:

The appointment of **Michelle Walker**, who has pending certification in Music, to a long term substitute position as a Music Teacher, backdated to September 1, 2020, and ending June 30, 2021, at an annual salary of \$45,350 (Step 4M).

The appointment of **Scarlet Travis**, who has certifications in Spanish Grades 7-12 and Student with Disabilities Grades 7-12, to a long term substitute position as a Foreign Language Teacher, backdated to September 28, 2020, and ending June 30, 2021, at an annual salary of \$41,300 (Step 1B) prorated based on the length of the assignment.

The extended appointment of **Andrea Germain**, who has certification in Childhood Education Grades 1-6 to a long term substitute position as an Elementary Teacher, from September 3, 2020, and ending June 30, 2021, at an annual salary of \$46,800 (Step 5M+10).

The appointment of **Ashley Messmer**, who has pending certification in Childhood Education Grades 1-6, to a long term substitute position as an Elementary Teacher, from January 4, 2021, and ending June 30, 2021, at an annual salary of \$41,300 (Step 1B) prorated based on the length of the assignment.

## Leaves of Absence:

The granting of an unpaid discretionary leave of absence for **Tracy LaPenna**, Elementary Teacher, effective January 4, 2021, through June 24, 2021.

The granting of a maternity and subsequent childcare leave of absence for **Jamie Bittlingmaier**, Special Education Teacher, effective January 6, 2021, and extending to June 30, 2021.

<b>Athletics:</b>	<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Level</u></b>	<b><u>Years</u></b>
<b>Basketball – Boys</b>	Head Varsity	Tyler Roberts	1	12
	Modified A	Andy Reddout	4	8
	Modified B	Tim DiSanto	4	30
	Modified B	Tim Clapp	4	14
	Volunteer	Daniel Hart	-	-
<b>Basketball – Girls</b>	Head Varsity	Frank Clark	1	26
	Varsity Assistant	Jay Lauer	4	27
	JV	Ashley Zahn	4	2
	Modified B	Denise Dillman	4	11
	Modified B	Niki Frunzi	4	2
<b>Track</b>	Head Varsity	Austin Donroe	3	3

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<b>Cheerleading</b>	Assistant	Jerry O'Dell	5	37
	Assistant	Emily Thompson	5	1
	Varsity Assistant	Courtney Tortarella	4	17
	Volunteer	Alyssa Dayton	-	-
<b>Hockey</b>	Head Varsity	Mike Ferreri	1	21
	Varsity Assistant	Trevor Sousa	4	11
<b>Wrestling</b>	Head Varsity	Craig Kaper	1	21
	Varsity Assistant	Matt Halloran	4	8
	JV	Sean Rucker	4	5
	Modified B	Stash Merritt	4	22
	Volunteer	Franco Walls	-	-

**Amendments:** The extended amended appointment of **Tayler Kochan**, who holds certification in Music, from a part-time (.4fte) to a part-time (.8fte) position as a Music Teacher effective September 1, 2020, and ending March 26, 2021, at an annual salary of \$34,160 (Step 2B+7). If the District changes to an all virtual mode of instructional delivery prior to the end date of this assignment, she will return to .5fte.

<b>Per Diem Substitutes:</b>	<b><u>Candidate</u></b>	<b><u>Area of Certification</u></b>
	Ashley Messmer	Uncertified
	Emily Cook	Uncertified
	Stacie Brooks	Uncertified
	Kate Leonard	Uncertified
	Kayli Krossber	Uncertified
	Morgan Bishop	Uncertified
	Sarah Weyman	Elementary Education

## **Non-Instructional Appointments:**

The appointment of **Clare Olbrys**, from Part Time Teacher Aide to Full Time Teacher Aide, effective December 21, 2020.

The appointment of **Dylan Barrett**, Automotive Mechanic, effective December 28, 2020, at an hourly rate of \$19.34.

The appointment of **Matthew DeAmaral**, School District Treasurer, effective on or about February 16, 2021, at an annual salary of \$87,500.

The appointment of **Lynne Oddo**, from Part Time Teacher Aide to Long Term Substitute Full Time Teacher Aide, from January 4, 2021 through June 30, 2021.

**Resignations:** The resignation, due to retirement, of **Barry Johnson**, School Bus Driver, effective January 4, 2021.

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The resignation of **Camyron Natale**, Cleaner, effective December 8, 2020.

The resignation of **Cassandra Hammond**, School Bus Driver, effective December 15, 2020.

**Leave of Absence:** The granting of an extension of the unpaid discretionary leave of absence for **Gerald Waite**, Full Time Teacher Aide, effective December 12, 2020, through February 12, 2021.

<b>Per Diem and Substitute Positions:</b>	<b><u>Candidate</u></b>	<b><u>Position</u></b>
	Lauren DiSanto	Teacher Aide
	John Richard Klee	Teacher Aide
	Michael Cortash	Bus Monitor
	Michael Cortash	Bus Driver Trainee
	Olivia Antonelli	Teacher Aide
	Heather Hanrahan-Waterman	Bus Driver Trainee
	Doyle Ierlan	Lifeguard

**CSE/CPSE  
RECOMMENDATIONS** Recommendations of the Committee on Special Education from the meetings of December 7, 8, 10, 11, 14, 15, 16, 17, 18, 21, 22, 2020, January 4, 6, 7, 8, 11, 12, 13, 14, 2021 and from the Committee on Preschool Special Education from the meetings of December 22, 2020, January 5, 12, 2021;

**BOARD MEMBER  
COMMITTEE  
MEETINGS** Board members to attend standing committee meetings;

**SURPLUS ITEMS** The following are declared as surplus:

- Hewlett Packard LaserJet P2055dn printer with VCS Tag #011719;
- 2001 Chevy Food Services Van with VIN # 1GBJG31R911183655;
- 40 Gallon Greon Jacketed Steam Kettle with VCS Tag # 00808;

**DISTRICT-WIDE  
SAFETY PLAN** Approve the District-Wide Safety Plan as submitted;

**EXTRACLASSROOM  
AUDIT REPORT AND  
CORRECTIVE ACTION  
PLAN** Acceptance of the Extraclassroom Audit Report and Corrective Action Plan for the year ended June 30, 2020;

Chris Eckhardt, who sits on the Audit Committee, said this was another outstanding report that speaks to the great work at all levels being done at Victor schools.

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **STUDENT ATTENDANCE**

Appoint the following employees for student attendance purposes:

- Early Childhood School; Karen Ludwig
- Primary School; Lisa Barton
- Intermediate School; Elaine Robinson
- Junior high School; Leslie Behnke
- Senior High School; Michelle Gilbert and Sheryl Diehl

The motion to accept the foregoing consent items was carried.

7 yes 0 no *(end of consent items)*

### **CAMPUS NEWS**

VCS administrators summarized activities on campus.

### **CAPITAL PROJECT UPDATE**

George Spinaris, from Campus Construction and Dave Phelps from SWBR Architecture provided the Board with an update on the Capital Project. Mr. Spinaris went over the phase 1 status. The approved referendum for the entire project is \$29,287,427. The value of phase 1 is \$3,616,672. The incidental budget is \$5,281,602 and the contingency budget after phase 1 is \$1,615,975. Available for phase 2 construction is \$18,773,178. He said there were actually three projects completed during phase 1, which included the Primary School roof replacement, Intermediate School flooring replacement and the Intermediate School playground. Mr. Spinaris then discussed the preliminary phase 2 schedule. A submission of the project was made to the State Education Department (SED) in August 2020. As of right now they are pending SED approval and that should be received in January 2021. The bid phase will take place in February 2021 with six contracts awarded in March 2021. The construction phase will run from March 2021 through November 2022. The project will be closed out from November 2022 through December 2022. Mr. Spinaris talked about the additions and improvements in each building and Mr. Phelps went over the renderings. In the Early Childhood School there will be classroom additions, a toilet room that is accessible from the outside of the building, crawl space ventilation and roof replacement. In the Primary School cafeteria serving lines will be renovated along with new kitchen equipment. Basement ventilation will be added and the playground will be replaced. Mr. Phelps said the material under the new playground is a poured rubber material, not rubber chips. Mrs. Turner asked how long it lasts before it has to be replaced. Mr. Phelps said it will be a product that will be down for a number of years. The District will not have to worry about it. In the Junior/Senior High School renovations and additions will be made to the high school locker rooms. Exhaust will be added to various rooms, HVAC equipment and air handlers will be replaced and the track surface will be repaired.



## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **CAPITAL PROJECT UPDATE Continued**

At the current Bus Garage interior renovations will be made. A copy center and records storage will be added. A new Transportation Building will be built. District-wide improvements include drainage on the east side of campus and asphalt repairs. Mrs. Elliott asked if bathrooms on the exterior wall of the Senior High School are being removed. Mr. Phelps said they are not. Dr. Parks asked if those bathrooms will be available during the renovation. Mr. Spinaris said that portion of the building is accessible. The site safety logistics plan has been put together. They can maintain egress with fencing. All of those items are considered and put on paper in the spec book. Dr. Parks asked if the building evacuation plan needs to temporarily change. Mr. Spinaris said no. Mrs. Elliott asked if the exterior of the addition will be kept as brick for continuity. Mr. Phelps said yes it will. Mr. Spinaris introduced Assistant Project Manager, from Campus Construction, Alex Schrader to the Board of Education.

### **INSTRUCTIONAL LEADERSHIP ANALYSIS PROCESS**

Dr. Terranova introduced Dr. Deborah Leh. She has experience as a former Superintendent of Schools, Assistant Superintendent of Instruction, and Director of Instruction. She has worked in the Greece Central School District, Clarkstown Central School District, Wheatland-Chili Central School District. She originally worked as the acting Associate Superintendent when Mrs. Swann was out and she is now working as a consultant. Dr. Terranova reminded the Board about the strategic next steps for the District. Over time Dr. Leh will make a recommendation to Dr. Terranova and he said he will then present it to the Board of Education later this school year. Mrs. Leh said the objective is to complete a review of and make recommendations on the instructional leadership structure of the Victor Central School District to ensure efficiency, accountability, and cohesiveness of efforts to continuously improve student learning within the District. This is a review that Dr. Terranova requested. The proposed scope of the work is to review the current structure of instructional leadership and how supervision, planning, decision making, and information currently flows among administrative and teacher leaders. Instructional leadership is defined as administrative and teacher leader positions as referenced in collective bargaining agreements and Board of Education Policy. She said she has had a chance to review many documents including policies, collective bargaining agreements and job descriptions. Dr. Leh said she will be holding individual interviews with administrative staff which includes District Office staff, principals, assistant principals, Associate Superintendent, and Assistant Superintendents. She will also be holding individual interviews with teacher leader staff including five standards leaders, five instructional

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **INSTRUCTIONAL LEADERSHIP ANALYSIS PROCESS Continued**

coaches, mentor teachers, and the Victor Teachers Association (VTA) President. She said she will be surveying teacher leader staff. There are about 69 various positions throughout the District. There are people who are school based leaders and supporting grade level leadership. Dr. Leh said she will then be comparing Victor to similar districts. All of the interviews will be confidential. There will be no mention of any individual just an aggregate summary. The final report will be presented to Dr. Terranova by April. Dr. Parks asked, when doing comparisons will it include Ontario County? Dr. Leh said yes, absolutely. She said she is working closely with Dr. Terranova on the process.

### **BUDGET UPDATE**

Superintendent Terranova and Interim Assistant Superintendent for Finance presented a budget update. Dr. Terranova said this is the second budget presentation, the first one being in December. He reviewed a few slides that were the same from the previous presentation for continuity purposes. He said back on June 17, 2020 he wrote to the community saying, “the Victor Central School District budget situation is not solved. We continue to be in a perilous financial situation that has been building for years. We will need the collective wisdom of this community to continue to move forward.” In July Rick Timbs came up with strong recommendations for the District. Mr. Timbs said the District needs to develop a multi-year, strategic financial plan and needs to stabilize spending throughout the year and end budget modifications mid-year. Mr. Timbs also said he has significant concern over lack of Reserves and built-in Fund Balance. The District has revenue challenges including state aid, sales tax and local taxes. Dr. Terranova said this lead to the Victor Central School District Financial Philosophy. This philosophy is to offer a high quality, comprehensive education to all children comparable to surrounding districts while balancing the financial needs of our community. He then talked about the 2021-2022 general budget goals. Dr. Terranova said, at this point he is working closely with the administrative staff to refine what we value in our District and prioritize what is essential versus what is nice to do. Stabilize reserves and develop consistent budgetary practices, maximize efficiencies in spending, maximize the ability to generate aid for future years, and continue transparency with the community is also important. Mr. Stutzman said it is important to re-emphasize why and how the budget is put together. Assumptions for the rollover budget, there will be salary and fringe benefit increases. He said the retirement rates are fairly firm. There will be a meeting within the next couple of weeks to finalize health and dental rates. The rollover budget keeps current staffing levels as is. The goal would be at the Budget Workshop on January 28<sup>th</sup> to provide an up-to-date spending plan. The goal is to maintain current programs and comply with mandates.

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **BUDGET UPDATE**

Additional assumptions for the rollover budget is an increase in debt service. Mr. Stutzman said Fiscal Advisors will be joining the workshop on January 28<sup>th</sup> to provide an update on debt service. There will be increases for utilities and gasoline as well as private school tuition rates. The increases in BOCES expenditures include tuition for Career and Technical Programs and Special Education Services. Non-BOCES technology services/purchases and hardware purchases are being moved to BOCES. Mr. Stutzman said hopefully by the end of next week he will have final BOCES rates. The rollover expenditure budget is an increase of \$4,428,534, which is 5.66%. Mr. Stutzman said it will be less than that. When he listened to Mr. Timbs' presentation in July Mr. Stutzman said he thought the District did not have any reserves, however that's not the case. He said reserves come from fund balance. The Fund Balance is the amount of surplus that is generated during the fiscal year due to actual revenue collected that is greater than budgeted and spending less than what was anticipated. Appropriated Fund Balance is the surplus funds allocated to the following fiscal year to reduce the budget gap. The goal long-term would be not to use any fund balance to lessen the taxes. Unappropriated Fund Balance is the surplus funds that are carried over to the following fiscal year and may be used for unanticipated ordinary contingent expenses. Debt Service Reserve are funds generated from the surplus remaining in a capital project that can only be used to reduce the District's debt. Mr. Stutzman went over the 8-year history of fund balance and debt service. He provided descriptions of the District's current reserve funds. Employee Retirement Reserve (ERS) is used to minimize the budget increase associated with the district's obligation to the New York State Employees' Retirement System. Teachers' Retirement Reserve (TRS) is used to minimize the budget increase associated with the District's obligation to the New York State Teachers' Retirement System. Capital Reserve is the reserve that is authorized by voter referendum with the purpose to offset the local share of a capital (building) project. Unemployment Insurance Reserve is used to minimize the budget increase and/or unexpected unemployment claims during the fiscal year. Employee Benefit Accrued Liability Reserve (EBLAR) is used to pay for any accrued employee benefits owed upon termination as outlined in the District's collective bargaining agreements with employees. Workers Compensation Reserve is used to offset the costs of the District's payments to the Workers' Compensation Self Insurance Consortium. Tax Certiorari Reserve is used to pay for the judgements and claims that are determined by the courts for those taxpayers who are successful in challenging their real property assessment. Reserve for Liability is used to cover property and liability claims. He then went over the 2019-2020 reserve fund activity for each reserve and the 8-year history. Mr. Stutzman said the funding goals of the District's reserve funds were developed in the spring 2020.

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **BUDGET UPDATE Continued**

He went over each reserve and where it should be at and where it was at on June 30, 2020. He then talked about the 2020-2021 estimated fund balance as of January 14, 2021. The projected revenue surplus is \$250,000. This would reflect a zero take back of state aid. The District could be hit drastically in transportation aid. The projected expenditure surplus is \$3,000,000. This reflects the dollars that were allocated with the intent to be able to enhance the funding of the District's reserve funds. The total anticipated fund balance is \$3,250,000. There are savings because the District did not have activities. One major caveat is that the District anticipates that the school year will close without any unanticipated expenditures due to COVID or any other major event requiring a large non-budgeted expenditure. Another is no reduction in state aid. With every dollar that is taken away there will be a direct reduction in the surplus. The goal would be at the February 11<sup>th</sup> Board Meeting to have a better handle on the 2021-2022 state aid. At the end of the year, if there is money to put into reserves, Mr. Stutzman said he would recommend the District put that into Capital Reserve if you want to start stabilizing your debt. Mr. Stutzman said he would consider adding to the May ballot the re-establishment of the Capital Reserve. The current reserve has a useful life of ten years and that expires at the end of 2021. He would consider establishing a Bus Purchase Reserve. This reserve was recommended by Dr. Timbs back in July 2020. The goal at the start should be to place enough in the fund to pay for the local share of the bus financing. He would also consider establishing a Technology Reserve. This is a reserve that has been used in several other districts. The purpose would be to help support the continued need to upgrade technology hardware for both students and staff. Lastly, Mr. Stutzman said he would consider an Equipment Purchase Reserve. This reserve has been used by many districts to fund large equipment purchases such as maintenance vehicles, show removal and lawn mowing equipment. He talked about next steps. The Business Office continues to work with the Superintendent, the Personnel Office and the Administration to determine staffing efficiencies. The Business Office is still working to review the current revenue sources and develop the revenue side of the 2021-2022 budget. Mr. Stutzman said he is relying on Forecast5 Analytics to help. The District will continue to work with both Wayne-Finger Lakes and Monroe 1 BOCES to determine strategies to move non-aideable technology contracts to the appropriate BOCES that best accomplishes the goal to increase revenue. The Business Office will collaborate with the users of BOCES services to determine what the District's needs will be for the upcoming school year. The Business Office will also meet with program and building administrators to finalize contractual, supply and equipment allocations. Dr. Terranova mentioned the upcoming virtual Budget Workshop on January 28<sup>th</sup>

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **BUDGET UPDATE Continued**

And the meeting he is having with the Thought Partner Community Group at the beginning of February. Dr. Parks said first and foremost thank you. He said when we hear about certain savings he wants it to be clear that the District is not flush with cash. Mr. Stutzman said we are all worried about the unbudgeted COVID costs. Currently unbudgeted anticipated COVID costs are a little over \$360,000. Out of that, \$150,000 is for the extra cleaning. Where we are not spending money goes into COVID costs; it is a wash. Mr. Stutzman said early in December he applied for FEMA Aid for the 2019-2020 school year. We will be able to go back and submit all COVID costs from January 2020 – September 15, 2020. This will include the two weeks of wages for the start of this school year and the pay for the extra cleaners, retirement and fringe benefits. We could get a significant amount of money back through a FEMA Grant. Dr. Parks said he wants it to be clear the savings the District has are still outweighed by the additional costs we have had spearheading with FEMA to attempt to get reimbursement. If FEMA does not help, it is still a negative delta on what it is costing the District so far. Mr. Stutzman reiterated his desire that the Board of Education establish the new reserves even if they are not funded for a couple of years. He said for years the District budgeted with almost zero surplus, which is why the reserves now need replenishing. Dr. Terranova said hopefully the District will receive federal aid and FEMA aid. He said he is extremely worried the state aid will be taken away. If the District receives complete state aid and federal aid it will be a game changer.

Karen Ballard left the meeting at 9:02 PM.

### **POLICY REVIEW**

The following policy was brought to the Board of Education as a first read:

- Student Gender Identity; Policy 5010

Dr. Terranova said this is a new policy for the District. He said he felt it was imperative to have it to protect all kids and give the District and Board of Education guidance to follow. He then went over the process of reviewing new policies. Mr. DeLucia said the policy was very complete and asked where it originally generated from? Dr. Terranova said he utilized Monroe BOCES and some of the experts currently in the District. Mr. DeLucia asked if the policy was vetted with legal counsel to make sure it meets the legal requirements. Dr. Terranova said he will send it to legal counsel.

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **MEETING REPORTS Monroe County School Boards Association Committee Reports**

Mr. DeLucia reported on the Legislative Committee Meeting of January 6<sup>th</sup>. The discussion was around planning legislative advocacy. Members would like to meet with new and seated legislators and talk about funding for schools.

Mr. DeLucia said the Information Exchange Committee is looking for suggestions on topics to discuss. They asked members to reach out to their Board of Education to find out if there are subjects they would like presented.

Mrs. Elliott said she attended a President/Vice President meeting on January 6<sup>th</sup>. They had conversations around the elections in May and legislative advocacy. They also talked about the health, welfare, and mental health for staff and keeping up with the costs of COVID.

### **Standing Committee Updates**

Dr. Parks said a Visual and Performing Arts Hall of Fame meeting is scheduled for February 10<sup>th</sup>.

### **PUBLIC COMMENT**

Due to the virtual meeting, there will be no live public participation. Please feel free to email any thoughts or comments to the Superintendent at [terranovat@victorschools.org](mailto:terranovat@victorschools.org). The Board will receive all thoughts and comments submitted.

### **UPCOMING EVENTS Budget Workshop**

There will be a Budget Workshop on Thursday, January 28, 2021 from 6:00 PM – 8:00 PM.

### **Next Regular Board Meeting**

The next regular Board meeting will take place on Thursday, February 11, 2021 at 7:15 PM.

### **Budget Workshop**

There will be a Budget Workshop on Thursday, February 25, 2021 from 6:00 PM – 8:00 PM.

### **ADJOURN**

A motion was made by C. Parks, seconded by T. Turner, to adjourn the meeting at 9:15 PM. The motion was carried. 6 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet  
District Clerk

**RESOLUTION****TREASURER'S REPORTS**

**RESOLVED** That, upon the recommendation of the Superintendent, the following Treasurer's reports for the month ending December 31, 2020 be accepted.

- I. GENERAL FUND
- II. EXTRACLASS ACTIVITY REPORT
- III. SCHOOL LUNCH FUND
- IV. TRUST & AGENCY FUND
- V. SPECIAL AID FUND
- VI. CAPITAL FUND - 29M PROJECT
- VII. CAPITAL SMART SCHOOLS BOND ACT

## TREASURER'S REPORT

## GENERAL FUND

I.

12/1/2020

44,233,941.01

## RECEIPTS:

ACCOUNTS RECEIVABLE	0.00
TAXES (INCLUDING LIBRARY TAX)	0.00
STATE AID	890,401.91
INTEREST & PENALTIES ON TAXES	0.00
ADMISSIONS	0.00
IN LIEU OF TAXES	0.00
INTEREST AND EARNINGS	12,039.89
BUILDING USE	0.00
REFUND PRIOR YEARS EXPENSE	77,456.16
BOCES AID	0.00
MISC.	563.50
DUE FROM OTHER FUNDS	3,201.62
TUITION	0.00
INSURANCE RECOVERY	0.00
MONROE CO. SALES TAX	0.00
WAYNE CO. SALES TAX	0.00
MEDICAID	24,258.74

TOTAL RECEIPTS	1,007,921.82
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TOTAL RECEIPTS & BAL.	45,241,862.83
DISBURSEMENTS	7,919,193.90

BAL. ON HAND 12/31/20	37,322,668.93
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BANK RECONCILIATION

BAL./BANK STATEMENT	1,542,509.48
IN TRANSIT	0.00
BANK ERROR	0.00
LESS CHECKS OUTSTANDING	1,521,555.21
RETURNED CHECKS	0.00
DEPOSIT IN TRANSIT	0.00

BAL. IN NOW ACCOUNT/CDGA NAT.	20,954.27
BAL. IN CERTIFICATES/MM	37,301,714.66
BANK ERROR	0.00
RETURNED TAX CHECK	0.00
IN TRANSIT	0.00
IN TRANSIT	0.00

TOTAL BALANCE	12/31/2020	37,322,668.93
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LYNNE LUBASZEWSKI  
DISTRICT TREASURER

① 1/11/21



## EXTRACLASS TREASURER'S REPORT

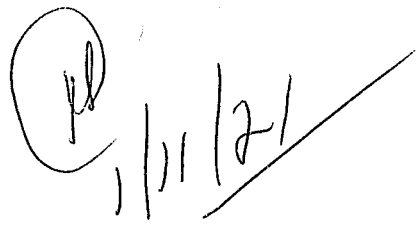
II.

12/31/2020

0.00

ACTIVITIES	BEG. BAL.	RECEIPTS	TOTAL	DISBURSMTS	END. BAL.
CLASS OF 2020	0.00	0.00	0.00	0.00	0.00
CLASS OF 2021	8,598.27	0.00	8,598.27	85.25	8,513.02
CLASS OF 2022	2,048.28	0.00	2,048.28	0.00	2,048.28
CLASS OF 2023	519.75	0.00	519.75	0.00	519.75
CLASS OF 2024	519.75	0.00	519.75	0.00	519.75
AQUATIC L.	1,096.51	8.32	1,104.83	0.00	1,104.83
ART CLUB	164.34	0.00	164.34	0.00	164.34
BUSINESS CLUB	9,589.04	100.38	9,689.42	1,155.31	8,534.11
DRAMA CLUB	17,382.12	535.08	17,917.20	1,225.00	16,692.20
FRENCH CLUB	13,728.02	0.00	13,728.02	148.28	13,579.74
GO GREEN GARDEN TEAM	86.27	0.00	86.27	0.00	86.27
GLOBAL COMPETENCY	586.55	0.00	586.55	0.00	586.55
INTERNATIONAL CLUB	203.02	0.00	203.02	0.00	203.02
J.H. MUSICAL	22,345.04	495.00	22,840.04	2,770.97	20,069.07
J.H. STORE	1,188.00	0.00	1,188.00	0.00	1,188.00
J.H. ST. CO.	5,476.46	0.00	5,476.46	89.49	5,386.97
J.H. YEARBOOK	83.22	1.59	84.81	31.88	52.93
KEYCLUB	3,688.06	0.00	3,688.06	0.00	3,688.06
MANUFACTURING SYSTEMS	0.00	0.00	0.00	0.00	0.00
MEDICAL EXPLORERS	110.75	0.00	110.75	0.00	110.75
MENTORING CLUB	4,986.41	220.00	5,206.41	0.00	5,206.41
N.H.S.	1,946.59	0.00	1,946.59	0.00	1,946.59
OUTDOOR ACTIVITY	142.48	0.00	142.48	0.00	142.48
POSITIVE SCHOOL CLIMATE	4,285.32	705.00	4,990.32	0.00	4,990.32
SALES TAX	0.00	80.09	80.09	80.09	0.00
SEAS	481.00	0.00	481.00	0.00	481.00
S.H. ORCHESTRA	9,129.79	0.00	9,129.79	2,000.00	7,129.79
SH SCHOOL STORE	4,830.42	246.03	5,076.45	82.42	4,994.03
S.H. ST. CO.	6,368.30	791.50	7,159.80	4,430.00	2,729.80
SH YEARBOOK	2,863.42	0.00	2,863.42	61.94	2,801.48
SPANISH CLUB	1,992.09	260.00	2,252.09	160.15	2,091.94
TRI-M HONOR SOCIETY	1,087.50	560.44	1,647.94	0.00	1,647.94
VICTOR CARES	11,464.85	0.00	11,464.85	0.00	11,464.85
TOTALS	136,991.62	4,003.43	140,995.05	12,320.78	128,674.27
BAL/BANK	130,174.24				
CKS OUT	1,501.94		12/31/2020		128,674.27
INT. NOT POSTED	8.03				
BANK ERROR	10.00				
RETURNED CHECKS	20.00				
IN TRANSIT	0.00				
BAL. 12/31/2020	128,674.27				

Betty Post, Extraclass Treasurer



## TREASURER'S REPORT

## SCHOOL LUNCH

III.

BALANCE ON HAND 12/1/2020 164,214.78

## RECEIPTS:

ACCOUNTS RECEIVABLE	0.00
A LUNCHES	0.00
A BREAKFAST	0.00
OTHER SALES	1,182.00
SALES TAX	75.56
INTEREST POSTED	7.42
DUE FROM OTHER FUNDS	0.00
MISC	0.00
REFUND	0.00

TOTAL RECEIPTS 1,264.98

TOTAL RECEIPTS AND BAL. 165,479.76

DISBURSEMENTS 103,758.06

BALANCE ON HAND 12/31/2020 61,721.70

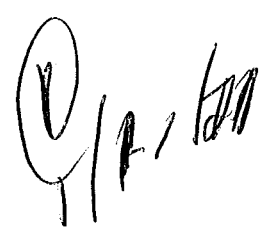
## BANK RECONCILIATION

BAL. PER BANK STATEMENT 12/31/2020 AND CD'S 62,228.72

IN TRANSIT	0.00
BANK ERROR	0.00
IN TRANSIT ON LINE PAYMENTS	0.00
RETURNED CHECK	0.00
OUTSTANDING CHECKS (6873, 6885, 6896)	507.02

BALANCE IN SCHOOL LUNCH FUND 61,721.70

LYNNE LUBASZEWSKI  
DISTRICT TREASURER



BALANCE ON HAND 12/01/2020	389,200.11
TOTAL RECEIPTS:	<u>4,220,387.65</u>
TOTAL RECEIPTS AND BAL.	4,609,587.76
DISBURSEMENTS:	<u>3,771,115.43</u>
ENDING BALANCE 12/31/2020	<u><u>838,472.33</u></u>

## BANK RECONCILIATION

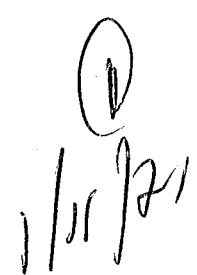
BAL. PER STATEMENT	TRUST & AGENCY ACCOUNT	1,002,906.21
P/R INTEREST-CNB		0.28
P/R INTEREST-FIVE STAR		5.32
OUTSTANDING CHECKS		157,974.69
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		3,905.60
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		2,559.19
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
BAL. IN T & A ACCOUNT	12/31/2020	<u><u>838,472.33</u></u>

PAYROLL ACCOUNT...BAL. PER BANK STATEMENTS	15,700.98
LESS INTEREST NOT POSTED	0.28
IN TRANSIT TO GENERAL	0.00
DEPOSIT IN TRANSIT	0.00
BANK ERROR	<u>0.00</u>

BALANCE IN PAYROLL ACCOUNT	<u><u>15,700.70</u></u>
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OUTSTANDING CHECKS IN PAYROLL ACCOUNT	<u><u>15,700.70</u></u>
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LYNNE LUBASZEWSKI  
DISTRICT TREASURER



## TREASURER'S REPORT

## SPECIAL AID FUND

V.

BALANCE ON HAND	12/1/2020	468,022.32
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## RECEIPTS:

INTEREST	30.00
DUE FROM OTHER FUNDS	640.00
STATE OF NY	158,596.00
REFUND PR YR EXPENSE	<u>0.00</u>

TOTAL RECEIPTS	<u>159,266.00</u>
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TOTAL RECEIPTS AND BALANCE	627,288.32
DISBURSEMENTS	<u>141,709.55</u>


BAL. ON HAND 12/31/2020	<u><u>485,578.77</u></u>
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## BANK RECONCILIATION

<u>BAL./BANK STATEMENT</u>	485,578.77
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OUTSTANDING CHECKS	0.00
IN TRANSIT	<u>0.00</u>
BALANCE IN NOW/MM ACCOUNT 12/31/2020	<u><u>485,578.77</u></u>

LYNNE LUBASZEWSKI  
DISTRICT TREASURER

  
1/11/21

## TREASURER'S REPORT

## CAPITAL FUND-29M PROJECT

VI.

BALANCE ON HAND	12/1/2020	10,536,242.45
RECEIPTS:		
INTEREST	3,112.74	
FROM CAPITAL RESERVE	0.00	
BAN & PREMIUM	<u>0.00</u>	
TOTAL RECEIPTS		<u>3,112.74</u>
TOTAL RECEIPTS AND BALANCE		10,539,355.19
DISBURSEMENTS		<u>187,802.89</u>
BAL. ON HAND 12/31/2020		<u><u>10,351,552.30</u></u>

## BANK RECONCILIATION

BAL./BANK STATEMENT	151,218.09
LESS CHECKS OUT (5061, 5062, 5064)	145,516.80
DEPOSIT IN TRANSIT	<u>0.00</u>
BALANCE IN CHECKING ACCOUNT	5,701.29
BALANCE IN CERTIFICATES OF DEPOSIT/MONEY MARKET	10,345,851.01
IN TRANSIT	<u>0.00</u>
BALANCE IN CAPITAL 29M PROJECT 12/31/2020	<u><u>10,351,552.30</u></u>

LYNNE LUBASZEWSKI  
DISTRICT TREASURER

*(Signature)*  
1/11/21

## TREASURER'S REPORT

## CAPITAL FUND-SMART SCHOOLS BOND ACT

VII.

BALANCE ON HAND	12/1/2020	1.60
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## RECEIPTS:

INTEREST	0.00
DUE TO GENERAL	0.00
BAN & PREMIUM	<u>0.00</u>

TOTAL RECEIPTS	<u>0.00</u>
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TOTAL RECEIPTS AND BALANCE	1.60
DISBURSEMENTS	<u>1.60</u>

BAL. ON HAND 12/31/2020	<u><u>0.00</u></u>
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## BANK RECONCILIATION

<u>BAL./BANK STATEMENT</u>	0.00
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LESS CHECKS OUT	0.00
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DEPOSIT IN TRANSIT	<u>0.00</u>
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BALANCE IN CHECKING ACCOUNT	0.00
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IN TRANSIT	<u>0.00</u>
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BALANCE IN CAPITAL SMART SCHOOLS BOND ACT 12/31/2020	<u><u>0.00</u></u>
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LYNNE LUBASZEWSKI  
DISTRICT TREASURER

*(Signature)*  
1/11/21

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**  
Personnel Agenda, February 11, 2021

All appointments on these pages are made in compliance with New York State Education Law relating to criminal history background clearances for new employees. Conditional clearances under that law have been requested for all new employees.

**Instructional**

**Tenure**

**Appointments:**

The appointment to tenure of **Elaine Meyer**, upon the successful completion of her probationary period as a Special Education Teacher, effective February 28, 2021.

**Long Term**

**Substitute**

**Appointments:**

The appointment of **Kealan Devanny**, who has certifications in Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a long term substitute position as a Special Education Teacher and Elementary Teacher, from January 6, 2021, and ending June 30, 2021, at an annual salary of \$44,900 (Step 1M+18) prorated based upon the start date.

The appointment of **Jacob Dirkx**, who has pending certifications in Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a long term substitute position as a Special Education Teacher, effective February 8, 2021, and ending June 30, 2021, at an annual salary of \$44,500 (Step 1M+15) prorated based upon the start date.

**Leaves of Absence:**

The granting of a maternity and subsequent childcare leave of absence for **Melissa Murphy**, Art Teacher, effective March 12, 2021, and extending to June 30, 2021.

The granting of a discretionary leave of absence for **Melissa VanRensselaer**, Reading Teacher, on Mondays and Tuesdays effective February 1, 2021, through June 30, 2021.

**Resignations:**

The resignation of **Jennifer Danker-Stiles**, School Psychologist, effective February 12, 2021.

The resignation of **Leah Kedley**, Assistant Principal, effective February 14, 2021.

The resignation, due to retirement, of **Julie O'Neill**, Special Education Teacher, effective June 30, 2021.

The resignation, due to retirement, of **Joy Boyd**, Elementary Teacher, effective June 30, 2021.

The resignation, due to retirement, of **Colleen Dix**, Foreign Language Teacher, effective June 30, 2021.

The resignation, due to retirement, of **Michele Maloney**, Assistant Principal, effective December 31, 2021.

<b>Athletics:</b>	<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Level</u></b>	<b><u>Years</u></b>
<b>Wrestling</b>	Volunteer	Brian Aparo	-	-
<b>Basketball - Boys</b>	Varsity Assistant	Daniel Hart	4	1
	JV	David Vistocco	4	8
	Volunteer	Phil Desaw	-	-
	Volunteer	Jay Barber	-	-
<b>Cheerleading</b>	Head Varsity	Alex Dayton	2	8
	JV	Dayna Ryan	4	8
	Modified A	Alexa O'Brien	4	4
<b>Ice Hockey</b>	Volunteer	Bryan Kavanaugh	-	-
	Volunteer	Jason Rich	-	-
<b>Football</b>	Head Varsity	Geoff Mandile	1	25
	Varsity Assistant	Sean Rucker	2	25
	Varsity Assistant	Dave Condon	4	37
	Varsity Assistant	Chris Schoff	4	19
	Varsity Assistant	Paul Ojeda	4	19
	JV	Mark Cain	4	32
	Modified A	Jim Andre	4	30
	Modified A	Mark Foeder	4	26
	Modified B	Craig Kaper	4	15
	Modified B	Kevin Geno	4	11
	Modified B Assisant	Pat Lawley	4	22
	Volunteer	David Eisler	-	-
	Volunteer	Matt Halloran	-	-
	Volunteer	Bryan Kavanaugh	-	-
	Volunteer	Mik Szoczel	-	-
	Volunteer	David Vistocco	-	-
<b>Cheerleading</b>	Head Varsity	Alexandra Dayton	3	8
	Varsity Assistant	Courtney Tortarella	5	17
	JV	Dayna Ryan	5	9
	Modified A	Alexa O'Brien	5	4
<b>Volleyball – Boys</b>	Volunteer	Alyssa Dayton	-	-
	Head Varsity	Jake Martin	2	14
	JV	Mitchel Segbers	5	2
<b>Volleyball – Girls</b>	Modified B	Carrie Ferreri	6	15
	Head Varsity	Matt Glover	2	22
	JV	Bethany Bowe	5	11
	Modified B	Shelly Collins	6	34
	Volunteer	Freeman Fessler	-	-



**Per Diem  
Substitutes:**

<b><u>Candidate</u></b>	<b><u>Area of Certification</u></b>
Grace Dunnigan	Elementary Education
Genevieve Corcoran	Elementary Education
Paige Tambasco	Uncertified
Jessica Pavia	Uncertified
Catherine Murray	Social Studies
Chayse Ierlan	Uncertified

**Non-Instructional  
Appointments:**

The appointment of **William Stanley**, from Substitute School Bus Driver to Full Time School Bus Driver, effective January 11, 2021, at an annual rate of \$14,141 which will be prorated based on his start date.

The appointment of **Eileen Wagner**, from Substitute School Bus Driver to Full Time School Bus Driver, effective January 11, 2021, at an annual rate of \$14,141 which will be prorated based on her start date.

The appointment of **Hollie Joseph**, from Substitute School Bus Driver to Full Time School Bus Driver, backdated to September 2, 2020, at an annual rate of \$14,141.

The appointment of **Jean Miller**, from Substitute School Bus Driver to Full Time School Bus Driver, backdated to September 2, 2020, at an annual rate of \$14,141.

**Resignations:**

The resignation, due to retirement, of **Sallieann Orlando-Cataldi**, Teacher Aide, effective February 12, 2021.

The resignation of **Emily McNeill**, Typist, effective February 19, 2020.

The resignation of **Sarah Maslyn**, Part Time Cleaner, effective January 24, 2021.

The resignation, due to retirement, of **Michele Driscoll**, Full Time Teacher Aide, effective June 30, 2021.

**Leave of Absence:**

The granting of an extension of the unpaid discretionary leave of absence for **Kristi Patton**, Part Time Teacher Aide, effective January 28, 2021, through June 30, 2021.

The granting of an extension of the unpaid discretionary leave of absence for **Carly Walters**, Full Time Teacher Aide, effective January 30, 2021, through February 12, 2021.

The granting of a maternity and subsequent childcare leave of absence for **Alicia Langton**, Teacher Aide, effective March 10, 2021, and extending to April 30, 2021.

The granting of a discretionary leave of absence for **Jacob Dirkx**, Full Time Teacher Aide, effective February 8, 2021, through June 30, 2021.

**Victor Central School District**  
**Graduates of Distinction Program**  
**Selection Committee By-Laws**

**Purpose**

The Graduates of Distinction Selection Committee exists for the purpose of recognizing Victor Central School District alumni who have achieved distinction through exceptional or lifetime achievement with significant contribution within their school, family, career, community or personal life; and sharing these accomplishments with the community at large as inspiration for current and future students. The Graduates of Distinction Selection Committee may also recognize students who attended Victor schools before there was a high school. (The first graduating senior class at VCS was in 1894.) Such former students will be given the title of Honorary Recognition.

**Membership**

The Graduates of Distinction Selection Committee shall consist of graduates of Victor Central School.

- No more than seven voting members
- No more than two from any one graduating class if possible
- A current student (should be a Junior and will hold a two-year term) shall serve as a voting member
- A VCS Board of Education member or designee shall serve as a voting member (one-year term)
- The VCS School and Community Relations Coordinator will serve as a non-voting member

An organizational meeting of the School Committee shall be held after July 1 of each year where a Chairperson shall be elected for the following year by quorum. The School and Community Relations Coordinator shall serve as the Secretary-Treasurer for the committee.

Terms of membership on the committee shall be three (3) years (unless otherwise stated) with a two consecutive term limit.

The VCS Board of Education will solicit volunteers from the community to serve as members of the committee. As committee membership vacancies occur, the VCS Board of Education will select from the list of volunteers and appoint new members to the committee.

**Duties**

The chairperson shall preside at all meetings. The School and Community Relations Coordinator shall record minutes of the meetings, send mailings to the membership and assist in gathering information about candidates, oversee the financial matters of the committee, coordinate induction activities, i.e. make arrangements for reception, order plaques. The committee will work with the School and Community Relations Coordinator to address public relations needs, recommendations to the VCS Board of Education, and fund expenditure approval. It shall be the sole responsibility of the committee to check references and verify information on nominees.

**Meetings**

The committee shall meet at the discretion of membership.

**Voting**

- Attendance at all meetings shall be encouraged with the selection of the candidates requiring voting by all members of the committee.
- The inductees shall be determined by a rating process developed by the committee.
- The chairperson shall forward the names of the Graduate(s) of Distinction (with the rating sheet) to the VCS Board of Education for confirmation.

**Victor Central School District  
Graduates of Distinction Program – Selection Committee By-Laws**

**Nominating and Selection Process**

I. Nominees to the Victor Central School District Graduates of Distinction program shall be selected based upon the following criteria:

A. Nominees must have graduated from Victor Senior High (or have attended Victor Schools BEFORE there was a high school in the case of Honorable Recognition) at least 15 years before they are eligible for selection. The committee may waive the graduation time limit requirements in certain circumstances, as it deems necessary;

B. Significant achievement after attending Victor Schools which include:

1. Educational achievements;
2. Professional achievements;
3. Job related achievements;
4. Honors, awards, professional affiliations, publications;
5. Civic or community involvement;
6. Other appropriate qualifications, which the committee believes merit consideration;

II. The committee shall solicit nominees from the community at large. Anyone may submit a nomination for any person meeting the criterion. Every person nominated shall be eligible for a period of one year. They may be re-nominated.

III. The committee shall select a maximum of three (3) nominees for induction yearly. In the event no nominee qualifies, no one will be selected for that year.

IV. No member of the selection committee may submit a nomination, be nominated or inducted during his or her term of office.

**Induction Process**

The annual/biennial Graduates of Distinction induction ceremony will be held at a time agreed upon by the District and the Graduates of Distinction. Graduates of Distinction recipients shall be required to attend an induction ceremony with the Board of Education and to contribute to or participate in a program in the District schools for the benefit of students. The structure of such programs is left to the discretion of the District.

Recipients shall be given up to three-years to attend and receive the award, after which they may be re-nominated.

**Amendments of By-Laws**

The By-Laws shall be amended by a two-thirds majority of the total committee. Written proposals for amendments must be submitted at least 30 days prior to any vote. All by-law changes must be submitted to the VCS Board of Education for final approval.

Regardless of whether amendments are made or not, the Committee By-laws must be approved by the VCS Board of Education on an annual basis. It shall be the responsibility of the chairman to submit current Graduates of Distinction by-laws to the VCS Board of Education after the first committee meeting, but no later than March 1<sup>st</sup> of each year.

**Victor Central School District  
Victor, NY 14564**

**REVISED - Corrective Action Plan – Extraclass Account Audit Report 2020**

Junior High Yearbook

An email will be sent to all advisors reminding them of the importance of timely deposits of all funds received.

Responsible for Action: Betty Post, Central Treasurer / Carrie Goodell, Assistant Principal  
Completion Date: 01/20/2021

Related Party

An email will be sent to all advisors outlining additional monitoring necessary when transactions are conducted by related parties.

Responsible for Action: Betty Post, Central Treasurer / Carrie Goodell, Assistant Principal  
Completion Date: 01/20/2021

Sales Tax

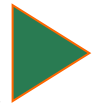
An additional review process will be put into place to ensure sales tax is not being paid to a vendor for purchases that are intended for resale.

Responsible for Action: Betty Post, Central Treasurer / Carrie Goodell, Assistant Principal  
Completion Date: 12/17/2020

Profit and Loss Statements

An email will be sent to all advisors to review and re-emphasize the need for all required signatures on transaction supporting documents.

Responsible for Action: Betty Post, Central Treasurer / Carrie Goodell, Assistant Principal  
Completion Date: 01/20/2021



# **INTERNAL CONTROL RISK ASSESSMENT for**

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## **VICTOR CENTRAL SCHOOL DISTRICT**



**Victor Central School District  
953 High Street  
Victor, NY 14564**

**December 29, 2020**

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## **BACKGROUND/OBJECTIVE:**

In 2005, the Office of the New York State Comptroller (OSC) along with the New York State Education Department (SED) produced the “Five-Point School Financial Accountability Plan.” The Plan promotes stronger internal controls, improves school district audits and strengthens the roles of boards of education in conducting appropriate oversight. One component of the Five-Point Plan requires all districts to establish an internal audit function, which must include the development, annual updating, and reporting on a risk assessment of district operations.

The Victor Central School District (“Victor” or sometimes referred to as “The District”) outsourced its internal audit function and engaged EFPR Group, CPAs, PLLC (EFPR) to serve as its internal auditor. The risk assessment was last updated in a report issued on December 20, 2019.

In November 2020, we again reviewed relevant reports and documents and met with a variety of administrative staff to update our understanding of the processes and existing controls over District operations. This report is the product of our updated assessment of the District’s risk profile and is intended to satisfy the annual update as required by the “Five Point Plan.”

Our approach to understanding controls was to meet with appropriate personnel for each respective area and to discuss and understand processes and procedures. In addition, where necessary, we performed walk-throughs of transactions cycles and/or performed tests of transactions. After compiling this information, the audit areas were prioritized into three categories: high risk, moderate risk, and low risk.

This risk assessment identifies the areas that we believe are most susceptible to material misstatements going undetected, given existing procedures and internal controls in those areas. Strengthening control procedures helps increase the likelihood that any such misstatements would be detected and corrected by staff and management during the normal course of their duties.

## **INFORMATION GATHERING:**

In performing our risk assessment, we reviewed the following District records:

- Financial statements and management letter for year ended June 30, 2020
- Extraclassroom Activities financial statements for year ended June 30, 2020
- Policy manuals
- Board minutes
- Internal Claims Auditor reporting
- Bank reconciliations
- Log of checks received
- Current year accounts payable warrants
- Tax collector’s reporting for 2020-21
- Overtime reporting for 2019-20



### **INFORMATION GATHERING (Continued):**

We also interviewed the following individuals:

- Angela Affronti, Director of Technology
- Mike Crumb, Interim Director of Human Resources
- Darren Everhart, Director of Transportation
- Lynne Lubaszewski, District Treasurer
- Chris Marshall, Director of Facilities and Grounds
- Sheila Mastin, Payroll Clerk
- Betty Post, Extraclassroom Activities Central Treasurer
- Susan Reed, Internal Claims Auditor
- Nicole Ritz, Accounts Payable Clerk, Tax Collector
- Jill Smith, Deputy Treasurer
- Dick Stutzman, Interim Assistant Superintendent for Business
- Alix TePoel, Food Service Manager

### **PROCEDURES APPLIED:**

Individuals responsible for each control cycle area were interviewed during November 2020. The objective of our interviews was to discuss the processes and procedures that currently exist within each area. As a basis, we utilized guidelines established by the New York State Education Department (SED) and the Office of the State Comptroller (OSC).

Each general area of the District and the specific control cycle is listed below with relevant observations for each. Our recommendations and suggested enhancements are summarized for your review. Finally, based on our evaluation, we have assigned each cycle a risk level. These levels can be listed as low, moderate or high.

## **RESULTS:**

A summary table of the control cycles and their associated level of risk is presented below:

### **RISK ASSESSMENT SUMMARY**

<b>CONTROL CYCLES</b>	<b>LEVEL OF RISK 2019-20</b>	<b>LEVEL OF RISK 2020-21</b>	<b>COMMENTS / SIGNIFICANT CHANGES FROM PRIOR YEAR</b>
Governance / Budgeting / Budget Transfers	Low	Moderate	There is a significant amount of uncertainty regarding anticipated state aid due to COVID-19 which will impact the budgeting process.
Cash Receipts and Revenues	Low	Low	No significant changes or concerns noted at this time.
Transportation	Low	Low	No significant changes or concerns noted at this time.
Food Service	Low	Moderate	Food Service operations are being significantly impacted by COVID-19 which could lead to operating losses.
Extraclassroom Activity Fund	Low	Low	No significant changes or concerns noted at this time.
Facilities, Equipment, and Inventory	Low	Low	District should evaluate options for reviewing driving record of employees who operate District vehicles.
Purchasing, Claims, Accounts Payable, Cash Disbursements	Moderate	Moderate	No significant changes or concerns noted at this time.
Payroll and Personnel	Moderate	Moderate	No significant changes or concerns noted at this time.
Accounting, Reporting, Bank Reconciliations, and Information Technology	Low	Low	No significant changes or concerns noted at this time.

**Note** – in formulating the level of risk, as displayed on the attached matrix, consideration is given to both inherent risk (categories such as budget size, and financial exposure/potential loss) and control risk (categories such as major changes in operations, programs, systems and personnel). Due to the high level of inherent risk in some control cycles (Cash Disbursements and Payroll), risk may be elevated beyond the control of the District.

## **RESULTS (Continued):**

Each general area of the District and the specific control cycle is listed below with relevant observations and/or comments for each. Our recommendations and suggested enhancements are summarized for your review.

### **1. Governance / Budgeting / Budget Transfers:**

#### **Comment:**

COVID-19 is creating a tremendous amount of uncertainty with respect to the budgeting process in New York State public schools. Schools experienced a 20% reduction to their final 2019-20 aid payments. It is unknown if these reductions will be permanent or whether they were temporary cuts that were necessary due to cash flow issues with NYS. Schools have also not yet been informed how their aid for 2020-21 will be adjusted. Additionally, as the budget season for 2021-22 approaches there is a risk that aid in future year(s) could also be impacted. Consequently, there appears to be a significant risk that school districts will see substantial cuts to their anticipated state aid both in the current and subsequent year(s). We encourage the District to ensure that conversations between the Board of Education and management are timely and transparent with respect to state aid updates that could impact budgeting and spending decisions.

#### **District's Response:**

The District is closely monitoring the uncertainty regarding state aid. The Board of Education is aware of the potential for aid cuts. Spending is being closely monitored to reduce expenditures and gain efficiencies where possible to better position the District if a revenue shortfall occurs due to reductions in state aid. Conservative budgeting is being applied as the new year budget is being developed to continue the efforts to protect the District in the event that state aid is reduced in future years.

### **2. Cash Receipts and Revenues:**

#### **Comment:**

Based on our observations and discussions with management, this area appears to be functioning adequately at this time with no significant concerns noted.

### **3. Transportation:**

#### **Comment:**

Based on our observations and discussions with management, this area appears to be functioning adequately at this time with no significant concerns noted.

## **RESULTS (Continued):**

### **4. Food Service:**

#### **Comment:**

Food Service operations in school districts are being significantly impacted by COVID-19. The program's fund balance declined during the 2019-20 school year by approximately \$287,000 due to the effects of the shutdown during the spring of 2020. Due to the hybrid learning models that have been adopted during 2020-21, there are significantly fewer students in most schools on any given day. This, along with other operational changes (i.e. reductions to a la carte), has lowered student participation and the number of meals served. This will have a direct impact on revenue and could lead to a substantial operating loss again for the current school year. We encourage management to prepare profit and loss reporting monthly and monitor the program's financial performance closely. Operational changes, including potential staff reductions, should be considered and evaluated timely in order to help minimize any potential loss.

#### **District's Response:**

The District is aware of the significant loss incurred by the food service program during 2019-20 due to the COVID shutdown. The food service program has continued to lose funds during the 2020-21 school year due to a reduction in participation in the program as a result of the current hybrid model. Although the continued loss of funds is not preventable, several actions have taken place to minimize the loss where possible. Some of the actions include:

- a reduction in food service staff, and reassignment of staff members to the facilities department to assist with additional cleaning and sanitization efforts
- the application for and approval of the Summer Meal reimbursement rate which entitles the District to a higher level of aid per meal served
- the application for and approval of the provision of aidable meal service for weekend meals
- the planning for, and soon to be implemented, bagged meals to be sent home with students for days that they are receiving virtual instruction.

Even with these efforts, it is expected that the food service program will continue to experience a loss of the 2020-21 school year. Profit and loss statements are generated on a monthly basis to assist in monitoring the situation.

## **RESULTS (Continued):**

### **5. Extra-Classroom Activity Fund:**

#### **Comment:**

Based on our observations and discussions with management, this area appears to be functioning adequately at this time with no significant concerns noted.

### **6. Facilities, Equipment, and Inventory:**

#### **Finding:**

- a.) Based on discussions with District personnel, it does not appear that there is a process to periodically review and evaluate the driving record and status of New York State drivers licenses for employees in the Facilities Department who operate District vehicles. Driving abstracts for bus drivers are reviewed annually for compliance with 19-A Vehicle and Traffic Law requirements. Although Facilities employees are not covered under Article 19-A because they do not transport students, it would be prudent for the District to periodically review the driving records of any employee who operates District vehicles.

#### **Recommendation:**

- a.) We suggest the District determine its options for how it can periodically review the driving record of employees in the Facilities Department who operate District vehicles for the purpose of ensuring there are no indications of safety concerns or other disqualifying events that would preclude them from doing so.

#### **District's Response:**

- a.) The District is aware that this is an area of exposure. The Business Office will work with the District's insurance carrier to determine if there is a process that could be implemented to assist the District with this concern.

### **7. Purchasing, Claims, Accounts Payable and Cash Disbursements:**

#### **Comment:**

Based on our observations and discussions with management, this area appears to be functioning adequately at this time with no significant concerns noted.

## **RESULTS (Continued):**

### **8. Payroll and Personnel:**

#### **Comment:**

Based on our observations and discussions with management, this area appears to be functioning adequately at this time with no significant concerns noted.

### **9. Accounting, Reporting, Bank Reconciliations and Information Technology:**

#### **Comment:**

Based on our observations and discussions with management, this area appears to be functioning adequately at this time with no significant concerns noted.

## **SUMMARY:**

As described and noted above, each area has been assigned a level of risk. The attached Exhibit A represents a summarization of all the categories we considered in formulating our risk assessment.

This document can be used as a tool to assist the Board and/or Audit Committee of the Victor Central School District in selecting specific control cycles in which to examine in further detail, as required by the “Five-Point Plan.”

## **CLOSING COMMENTS:**

We would like to thank the audit committee and central administration staff of the Victor Central School District for their assistance and cooperation in formulating this risk assessment of the District.

# Victor Central School District Risk Assessment Sheet 2020-21

## Appendix A

Note: For each control cycle rate the perceived risk from 0-3. 0= No risk 1=low 2=Medium 3=High

Note: For the total column, risk was calculated: 0-5 = low, 6-10 = Medium, 11+ = High

In formulating the level of risk, consideration is given to both inherent risk (categories such as budget size, and financial exposure/potential loss) and control risk (categories such as major changes in operations, programs, systems and personnel). Due to the high level of inherent risk in some control cycles (Cash Disbursements and Payroll), risk may be elevated beyond the control of the District.

Control Cycle	Date or Results of last Audit/Examination	Management letter Comments	Budget Size	Financial Exposure / Potential loss and Risk	Major Changes in Operations, Programs, Systems and Controls	Personnel Changes	EFPR Evaluation (From Below)	Total Risk Score
<b>Governance and Planning</b>								
1 Budgeting / Budget Transfers		0	1	1	3	1	1	7
<b>Revenue and Cash Management</b>								
2 Cash Receipts & Revenues ♦Cash Management & Investments ♦State Aid ♦Real Property Taxes ♦User Charges	Medicaid - 2010, 2017 Cash controls - 2015	0	3	1	0	0	0	4
<b>Student Services</b>								
3 Transportation		0	1	1	0	0	0	2
4 Food Service	2018	0	1	2	3	0	1	7
5 Extraclassroom Activity Fund		1	1	1	0	0	0	3
6 Facilities, Equipment and Inventory ♦Capital Assets ♦Capital Projects ♦Indebtedness ♦Inventory Controls (School Lunch)	Fuel Usage - 2008	0	2	2	0	0	0	4
<b>Purchasing and Expenditures</b>								
7 Purchasing, Claims Processing & AP and Cash Disbursements		0	3	3	0	0	0	6
8 Payroll and Personnel	Medical Insurance - 2014 Payroll - 2007, 2013 Employee Term Process - 2012 Payroll Transition - 2011 Retiree Health Insurance - 2016	1	3	3	0	0	1	8
9 Accounting, Reporting, Bank Reconciliations & I.T.		0	1	2	0	0	1	4

### EFPR EVALUATION

Note: EFPR evaluated risk was determined by checklists, inquiry of staff and auditor observations

Total EFPR evaluated risk is calculated as an AVERAGE of the four components.

Control cycle	EFPR Evaluated Risk	
<b>Budgeting / Budget Transfers</b>		
Procedures are adequate and being followed	0	There is a significant amount of uncertainty regarding anticipated state aid due to COVID-19 which will impact budget process
Proper segregation of duties	0	
Adequate staffing	0	
Concerns from staff	3	
<b>Total EFPR evaluated risk</b>	<b>1</b>	

**Cash Receipts & Revenues**

Procedures are adequate and being followed	0
Proper segregation of duties	0
Adequate staffing	0
Concerns from staff	0
<b>Total EFPR evaluated risk</b>	<b>0</b>

**Transportation**

Procedures are adequate and being followed	0
Proper segregation of duties	0
Adequate staffing	0
Concerns from staff	0
<b>Total EFPR evaluated risk</b>	<b>0</b>

**Food Service**

Procedures are adequate and being followed	0
Proper segregation of duties	0
Adequate staffing	0
Concerns from staff	3
<b>Total EFPR evaluated risk</b>	<b>1</b>

Food Service operations are being significantly impacted by COVID-19 which could lead to operating losses

**Extraclassroom Activity Fund**

Procedures are adequate and being followed	0
Proper segregation of duties	0
Adequate staffing	0
Concerns from staff	0
<b>Total EFPR evaluated risk</b>	<b>0</b>

**Facilities, Equipment and Inventory**

Procedures are adequate and being followed	1
Proper segregation of duties	0
Adequate staffing	0
Concerns from staff	0
<b>Total EFPR evaluated risk</b>	<b>0</b>

District should evaluate options for reviewing driving record of employees who operate District vehicles

**Purchasing, Claims Processing & AP and Cash Disbursements**

Procedures are adequate and being followed	0
Proper segregation of duties	0
Adequate staffing	0
Concerns from staff	0
<b>Total EFPR evaluated risk</b>	<b>0</b>

**Payroll and Personnel**

Procedures are adequate and being followed	0
Proper segregation of duties	0
Adequate staffing	0
Concerns from staff	0
<b>Total EFPR evaluated risk</b>	<b>0</b>

**Accounting, Reporting,**

Procedures are adequate and being followed	0
Proper segregation of duties	0
Adequate staffing	0
Concerns from staff	0
<b>Total EFPR evaluated risk</b>	<b>0</b>



## **Records Retention and Disposition Schedule Resolution**

**RESOLVED**, by the Board of Education of the Victor Central School District that the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein:
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

This Resolution shall take effect immediately.

Dated: February 11, 2021

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School District Clerk  
Victor Central School District

## Records Management

The Superintendent will designate a Records Management Officer, subject to Board approval, to develop and coordinate the District's orderly and efficient records management program. Among other aspects, this program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will work with other District officials to develop and maintain this program.

### Retention and Disposition of Records

The District will retain records and dispose of them in accordance with the Retention and Disposition Schedule for New York Local Government Records (LGS-1) or as otherwise approved by the Commissioner of Education. Further, if any law specifically provides a retention period longer than that established by this schedule, the retention period established by the law will govern.

### Replacing Original Records with Microforms or Electronic Images

The District will follow procedures prescribed by the Commissioner of Education to maintain accessibility for the life of any microform or electronic records that replace paper originals or micrographic copies.

### Retention and Preservation of Electronic Records

Records retention requirements are incorporated into any program, plan, or process for design, redesign, or substantial enhancement of an information system that stores electronic records. Electronic records will not be rendered unusable because of changing technology before their retention and preservation requirements expire.

### Policy References:

Arts and Cultural Affairs Law Article 57-a  
8 NYCRR Part 185

Adoption Date: XX/XX/XXXX  
8000 – Support Services

~~Records are essential to the administration of the district. They contain the information that keeps district programs functioning. It is the intent of this policy that a records management program be established which will assist district employees in making decisions, administering programs and providing administrative continuity with past operations. The program is intended to document the delivery of services, show the legal responsibilities of the district, and protect the legal rights of citizens.~~

~~a. There shall be a records management program established under the aegis of the Superintendent of Schools and headed by the Records Management Officer. The Director of Human Resources is designated as the Records Management Officer (RMO) and will be responsible for administering the current and archival public records in storage areas for the district in accordance with local, state and federal laws and guidelines.~~

~~b. The RMO may appoint a designee to carry out the specific duties listed below.~~

~~The Record Management Officer shall have all the necessary powers to carry out the efficient administration and determination of value, use, prevention, storage and disposition of the public records kept, filled or received by the officers and departments of the district.~~

~~a. The RMO shall continually survey and examine public records to recommend their classification so as to determine the most suitable method to be used for maintaining, storing and servicing them under the following guidelines:~~

~~1. Disposition. Records deemed obsolete and unnecessary according to the New York State Records Retention and Disposition Schedule are subject to disposition.~~

~~2. Archival retention. Records containing information with administrative, legal, fiscal, research, historical or educational value which warrants their permanent retention are subject to archival retention.~~

~~3. Active retention. Records not yet subject to disposition according to state law are subject to active retention.~~

~~b. The RMO shall establish guidelines for proper records management in any department of the district in accordance with local, state and federal laws and guidelines.~~

~~c. The RMO shall report annually to the Board of Education on the powers and duties herein mentioned, including but not limited to the development and progress of programs to date and planned activities for subsequent years.~~

~~d. The RMO shall operate a central records management storage facility for storage, processing and servicing of all district records for all district departments and agencies.~~

~~e. Additional requirements of the RMO include but are not limited to:~~

~~1. Development of a comprehensive records management program.~~

~~2. Conduct of an initial survey and analysis of all records, to be followed up annually with a report of records stored.~~

~~3. Encouragement and coordination of the continuous legal destruction of obsolete records through the adoption and use of the State Archive Records Retention and Disposition Schedules.~~

**8630**

~~4. Development of suitable retention periods for records not covered by the New York State Records Retention and Disposition Schedules.~~

~~5. Assistance to each department for the establishment of a records management system to support the overall district records management program and encouragement of the continued efficient management of records within respective departments.~~

~~6. Setting up and overseeing a center for the storage of inactive records.~~

~~7. Coordination of and carrying out or participating in the planning for development of advanced records management systems and equipment.~~

~~8. Preparation of special and annual reports for the Board of Education on the records management program progress, cost savings and cost avoidance problems and additional issues.~~

~~There shall be a Records Advisory Board designated to work closely with and provide advice to the RMO. The Board shall consist of at least four members, suggested but not limited to the following areas: Town Historian, a district administrator, the County Historian, and the Town Clerk. Appointments are to be made by the Superintendent. The Board shall meet periodically and have the following duties:~~

~~a. To provide advice to the RMO on the development of the records management program.~~

~~b. To review the performance of the program on an ongoing basis and propose changes and improvements.~~

~~c. To review any changes in retention periods proposed by the RMO for records not covered by the State Archive Schedules.~~

~~d. To provide advice on the appraisal of records for archival value and to be the final sign-off entity as to what is or is not archival.~~

~~Custody and control of records.~~

~~a. Active records. The originating department has full custody (legal and physical) over records still in active use.~~

~~b. Inactive records. The originating department is the legal custodian of it s records and shall retain the power to retrieve and use records deposited in inactive storage in the records center. The RMO will have physical custody of inactive records and will determine the method and design of storage.~~

~~c. Archival records. Records transferred to or acquired by the archives shall be under the full custody (legal and physical) of the archives, as directed by the RMO, rather than the department which created or held them immediately prior to being transferred to the archives.~~

~~1. Records shall be transferred to the archives upon the recommendation of the RMO, with the approval of the head of the department which had custody of the records and the approval of the Records Advisory Board.~~

~~2. Records may be removed (temporarily or permanently) from the achieves at the request of the RMO or the head of the department which had custody of the records immediately~~

~~prior to the transfer of those records to the archives, subject to the approval of the Records Advisory Board.~~

~~8630~~

#### ~~Disposition of Records~~

~~No records shall be destroyed or otherwise disposed of by the district until it has met the time limit on the New York State Records Retention and Disposition Schedule or unless approved by the Records Management Officer. No records shall be destroyed or otherwise disposed of by the Records Management Officer without the express written consent of the department head having authority.~~